

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405

Executive Registry

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76-4492



September 3, 1976

Honorable George Bush  
Director, Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Bush:

At his management meeting on July 23 the President directed the departments and several agencies to take a number of management initiatives. The Director of the Office of Management and Budget (OMB) summarized specific actions to be initiated by agencies in his memorandum of July 27. Under item 4-B-8 of the Director's memorandum (renumbered as 4-II-H in OMB memorandum dated August 13), agencies are to:

Report to the National Archives and Records Service (NARS) by September 21 on achieved and expected savings in mail practices.

The enclosed instructions for preparation of the September 21 and followup reports to NARS were coordinated with OMB. A list of suggested mail management actions has been included with the enclosed reporting instructions. GSA Bulletin FPMR B-63 of April 9, 1976, subject: Reducing Mail Costs, provides additional guidelines for avoiding unnecessary mail costs. Each agency action should be reviewed for conformance with the budgetary requirements specified in Section 13.5(s) of OMB Circular No. A-11.

NARS and the United States Postal Service (USPS) are preparing a plan on ways in which we can assist agencies in achieving savings in their mailing practices. Requests for assistance should be directed to the Mail Management Branch, National Archives and Records Service, GSA, telephone 376-8819.

Sincerely,

*Jack Eckerd*  
Jack Eckerd  
Administrator

Enclosure

*Keep Freedom in Your Future With U.S. Savings Bonds*

PRESIDENTIAL MAIL MANAGEMENT INITIATIVES REPORT

The reports to be prepared in support of this Presidential Management Initiative will be submitted using the attached format. The reports should be addressed to:

General Services Administration (NROM)  
Washington, DC 20408 (or STOP 220)  
ATTN: Chief, Mail Management Branch

The initial report, due September 21, 1976 will cover expected savings in mail practices for FY 1977. The report should contain a brief description of the mail management initiatives planned by the agency and of the method used to compute anticipated and actual savings. Attach a description of the actions taken in FY 1976 that have resulted in savings or benefits. FY 1976 information will be used to identify improvements which might be used by other agencies. (See Attachment 2, "Suggested Mail Management Initiatives").

The second report is due May 2, 1977. This report should document actual savings accomplished as of April 1 and any adjustments to anticipated savings in the initial plan. The reasons for adjustment should be briefly explained.

The final report is due on November 1, 1977. This report should document the total actual savings for FY 1977. The reasons for any savings shortfall should be briefly explained.

An individual report should be prepared for each Bureau or Service within your agency. Information from all other agency offices and staffs not considered as bureaus or services should be combined into one report and be entered on the format (attachment 1) as "Non-Bureau Organizational Components" on the line reserved for Bureau/Service. These individual reports should be submitted in one mailing.

All savings from actions initiated in FY 1977 are reportable. Any improvements resulting in savings initiated before FY 1977 can be reported as savings under this program if a significant new phase in the implementation was begun during FY 1977. (See OMB Circular No. A-11 Section 24.1 and Exhibit 24A, "Management Improvement.")

The reports required for this Presidential Initiative are exempt from the interagency report clearance requirements of FPMR 101-11.11.

Attachments

MAIL MANAGEMENT INITIATIVES REPORTSubmitted by \_\_\_\_\_ Date \_\_\_\_\_  
(Department/Agency)\_\_\_\_\_  
(Bureau/Service)

Person to contact concerning this report:

Title \_\_\_\_\_  
Office \_\_\_\_\_

Telephone No. \_\_\_\_\_

<u>Actions</u>	<u>Projected Savings</u>	<u>Actual Savings</u>
A. <u>Mail Originators</u>		
1.		
2. (describe actions)		
etc.		
B. <u>Mail Room (Operation)</u>		
1.		
2. (describe actions)		
etc.		
C. <u>Internal Printing and Distribution</u>		
1.		
2. (describe actions)		
etc.		
D. <u>External Printing and Distribution (Include GPO and commercial printers.)</u>		
1.		
2. (describe actions)		
etc.		
E. <u>ADP Generated Mailings</u>		
1.		
2. (describe actions)		
etc.		
F. <u>Other</u>		
1.		
2. (describe actions)		
etc.		
TOTALS	\$ _____	\$ _____

Attachment 2

SUGGESTED MAIL MANAGEMENT ACTIONS

1. Promote use of smallest size envelope suitable for the job.
2. Encourage use of most economical class and service commensurate with mailing requirements.
3. Reduce the frequency and volume of mailings when feasible.
4. Conduct periodic purging and correction of mailing lists.
5. Presort first class mail for postage discounts.
6. Consolidate mailings to common addressee.
7. Introduce automatic mail handling equipment where cost savings will accrue.
8. Require adequate printing lead time to permit most economical mail service.
9. Consider microform alternatives for mailing publications.
10. Reduce weight of publications for distribution by printing on both sides of paper, selecting lightest weight paper and maximizing the use of available printing space.
11. Encourage the use of special rates for books, periodicals and educational materials.
12. Ensure that contracts for printing and distribution contain agency specifications for using the most economical mailing services.
13. Consider alternatives to ADP hard copy output for mailings e.g., electronic transfer.
14. Promote computer output formats which make maximum use of available print space to reduce the weight of mailings.

NOTE: Refer to FPMR B-63 dated April 9, 1976 for additional suggestions.

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